

Membership Balance Plan
Reserve Forces Policy Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to the provisions of 10 U.S.C. §§ 175 and 10301, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the Reserve Forces Policy Board (“the Board”).
2. Mission/Function: Pursuant to 10 U.S.C. § 113(c)(2), the Board shall provide to the Secretary of Defense, for transmittal to the President and the Congress, an annual report on any reserve component matter that the Board considers appropriate to include.

The Board shall serve as an independent adviser to the Secretary of Defense to provide advice and recommendations on strategies, policies, and practices designed to improve and enhance the capabilities, efficiency, and effectiveness of the reserve components. The Board may act on those matters referred to it by the Chairman and on any matters raised by a member of the Board or the Secretary of Defense.

3. Points of View: The Board, pursuant to 10 U.S.C. § 10301(c), shall be composed of 20 members, appointed or designated as follows:
 - a. A civilian appointed by the Secretary of Defense from among persons determined by the Secretary to have the knowledge of, and experience in, policy matters relevant to national security and reserve component matters necessary to carry out the duties of Chair of the Board, who shall serve as Chair of the Board.
 - b. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense, upon the recommendation of the Secretary of the Army:
 - 1) One of whom shall be a member of the Army National Guard of the United States or a former member of the Army National Guard of the United States in the Retired Reserve; and,
 - 2) One of whom shall be a member or retired member of the Army Reserve.
 - c. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense, upon recommendation of the Secretary of the Navy:
 - 1) One of whom shall be an active or retired officer of the Navy Reserve; and,
 - 2) One of whom shall be an active or retired officer of the Marine Corps Reserve.
 - d. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense, upon the recommendation of the Secretary of the Air Force:
 - 1) One of whom shall be a member of the Air National Guard of the United States or a former member of the Air National Guard of the United States in the Retired Reserve; and,
 - 2) One of whom shall be a member or retired member of the Air Force Reserve.

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- e. One active or retired reserve officer or enlisted member of the U.S. Coast Guard designated by the Secretary of Homeland Security.
- f. Ten persons shall be appointed or designated by the Secretary of Defense, each of whom shall be a United States citizen having significant knowledge of, and experience in, policy matters relevant to national security and reserve component matters and shall be one of the following:
 - 1) An individual not employed in any Federal or State department or agency.
 - 2) An individual employed by a Federal or State department or agency.
 - 3) An officer of a regular component of the armed forces on active duty, or an officer of a reserve component of the armed forces in an active status, who:
 - a) Is serving or has served in a senior position on the Joint Staff, the headquarters staff of a Combatant Command, or the headquarters staff of an armed force; and,
 - b) Has experience in joint professional military education, joint qualification, and joint operations matters.
- g. A reserve officer of the Army, Navy, Air Force, or Marine Corps, who is a general or flag officer recommended by the Chair and designated by the Secretary of Defense, who shall serve without vote:
 - 1) As military adviser to the Chair;
 - 2) As military executive officer of the Board; and,
 - 3) As supervisor of the operations and staff of the Board.
- h. A senior enlisted member of a reserve component recommended by the Chair and designated by the Secretary of Defense, who shall serve without vote as enlisted military adviser to the Chair.

Members of the Board, appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Members of the Board, appointed by the Secretary of Defense, who are full-time or permanent part-time Federal employees, shall serve as regular government employee (RGE) members.

- 4. Other Balance Factors: None.
- 5. Candidate Identification Process: The Designated Federal Officer (DFO) will use the process, as stated below, to provide highly qualified nominees for all Board members designated in 10 U.S.C. § 10301. Selected candidates must provide a cross section of those directly affected, interested, and qualified, as appropriate to the nature and functions of the Board, in accordance with 10 U.S.C. § 10301. The Chair is nominated by Senior DoD Leadership. The Secretary of Defense will make the final determination and appointment. Nominations for the Military Executive and Military Enlisted Advisor are solicited from the

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Services. The Chairman will interview the candidates for military executive and enlisted military advisor and make a recommendation to the Secretary.

The seven Reserve Component members are nominated by their respective Services. The DFO will forward the names for Secretary of Defense approval and appointment.

The DFO is responsible for working with the Chair to fill the vacancy announcements for the 10 individuals that are appointed or designated by the Secretary of Defense, as required by 10 U.S.C. § 10301(c)(6). Calls for nominations will be made in the Federal Register or by other appropriate means to solicit resumes. The DFO will develop a list of potential candidates based on all nominations received. The DFO will evaluate potential candidates based on the criteria in 10 U.S.C. § 10301 paragraph (c)(6) and FACA requirements predicated upon the vacancy in question. Potential candidates will be further evaluated in accordance with DoD policies and procedures, which include compliance with the prohibition against lobbyists.

The Chair, in consultation with the DFO, will recommend candidates to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and the membership balance plan. Following this review, the USD(P&R) formally nominates potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following approval by the Secretary or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

Members of the Board are appointed by the Secretary of Defense for a term of service of one-to-four years, with annual renewals. Members shall not serve more than two consecutive terms of service without approval from the Secretary of Defense. Member vacancies will be filled in the same manner described in the previous five paragraphs above.

6. Subcommittee Balance: DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. The expertise required of subcommittee members will be defined by the terms of reference.

DoD has established the following four permanent subcommittees:

- a. Subcommittee on Creating a Continuum of Service.
- b. Subcommittee on Enhancing DoD's Role in the Homeland.
- c. Subcommittee on Ensuring a Ready, Capable, Available, and Sustainable Operational Reserve.

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d. Subcommittee on Supporting Service Members, Families, and Employers.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members for one-to-four year terms of service, with annual renewals; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. These individuals may come from the Board or may be new nominees, as recommended by the Board's sponsor and based upon the subject matter(s) under consideration.

Subcommittee members, if not full-time or permanent part-time Government employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members, whose appointments must be renewed by the Secretary of Defense on an annual basis.

Following approval by the Secretary of Defense or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Subcommittee membership vacancies will be filled in the same manner as described in the previous five paragraphs above.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: May 2, 2013